**BLOOMINGTON ▪ MONROE COUNTY**

**mpo**

**POLICY COMMITTEE**
**AGENDA**
November 14, 2008; 1:30 – 3:00 p.m.
McCloskey Room

I.      Call to Order

II.     Approval of Minutes
        A.  September 12, 2008

III.    Communications from the Chair

IV.     Reports from Officers and/or Committees
        A.  Citizens Advisory Committee
        B.  Technical Advisory Committee

V.      Reports from the MPO Staff
        A.  1st Quarter Progress Report
        B.  Complete Streets Update
        C.  Highway Safety Improvement Program Update

VI.     Old Business

VII.    New Business
        A.  Transportation Improvement Program FY 2009-2012 Amendment
                1.  35 Foot Hybrid Buses (Bloomington Transit)
                *Action Requested**
                2.  Operating and Capital Budgets (Rural Transit)
                *Action Requested**
        B.  Operational Bylaw Amendments
                *Action Requested**

VIII.   Communications from Committee Members *(non-agenda items)*
        A.  Topic Suggestions for future agendas

IX.     Upcoming Meetings
        A.  Citizens Advisory Committee – November 19, 2008 at 6:30 p.m. (McCloskey Room)
        B.  Technical Advisory Committee – November 21, 2008 at 1:30pm (McCloskey Room)
        C.  MPO Winter Mixer! – December 10, 2008 at 12:00pm (McCloskey Room)
        D.  Policy Committee – January 9, 2009 at 1:30pm (McCloskey Room)

Adjournment

*\* Public comment prior to vote (limited to five minutes per speaker)*

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**Bloomington/Monroe County Metropolitan Planning Organization**
Policy Committee

**Policy Committee Meeting Minutes**
**September 12, 2008 McCloskey Conference Room 135, City Hall**

*Policy Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department.*

*Attendance*
Policy Committee:  Susie Johnson (City of Bloomington Public Works Department), Bill Williams (Monroe County Highway Department), Iris Kiesling (Monroe County Commissioner), Lynn Coyne (Indiana University),  Bill Stuebe (City Plan Commission), Kent McDaniel (IU Transportation), Mark Kruzan (City Mayor), Sophia Travis (Monroe County Council) and Bob Williams (INDOT).

Others:  Adrian Reid (Bloomington Engineering), Lew May (Bloomington Transit), Josh Desmond (MPO Staff), and Raymond Hess (MPO Staff).

I.  **Call to Order**
    Kent McDaniel called the meeting to order.

II.  **Approval of Minutes**
    A.  June 13, 2008 – Lynn Coyne moved to approve minutes.  Susie Johnson seconded. The minutes were approved by a unanimous voice vote.

III.  **Communications from the Chair –** There was no report from the chair.

IV.  **Reports from Officers and/or Committees**
    A.  Citizens Advisory Committee – There were no reports from the CAC.
    B.  Technical Advisory Committee – There were no reports from the TAC.

V.  **Reports from the MPO Staff**
    **A.  4th Quarter Progress Report**
    Raymond Hess presented the report.

    **B.  Annual Completion Report**
    Mr. Hess presented the report.  This year the BMCMPO only spent about 73% of its total budget. It is anticipated the majority of unspent funds will come back to the BMCMPO in FY 2010.  Mr. Stuebe said they should ideally spend close to 100% of allotted money. Mr. Desmond noted that the federal government is taking back some local funds to use on federal projects. Ms. Johnson asked for a running total of unspent money for the contract service agencies.  Mr. Hess said he would make that part of the Quarterly Report in the future.

    **C.  SR 45 from Pete Ellis to Russell Road Public Hearing Request**
    Mr. Desmond announced INDOT will hold a public meeting concerning this project on Sept. 18 at 6:00 pm at the University Elementary School cafeteria. This section of State Road 45 is in our TIP for construction in FY 2011.

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**Bloomington/Monroe County Metropolitan Planning Organization**
Policy Committee

### D. Complete Streets Update

Scott Robinson updated the Committee on the Complete Streets policy being drafted by the CAC. It is hoped the CAC will finalize their draft at their next meeting so that the other MPO Committees can review it. The policy is mostly a process driven policy rather than technical design guidelines. Mr. Robinson will forward the draft Complete Streets Policy to the Policy Committee. Ms. Johnson asked if the CAC was going to identify a project's stakeholders. Mr. Robinson said this will be the responsibility of the local public agencies (LPAs). Ultimately, the Policy Committee will determine if a project is Complete Streets Compliant.

Mr. Stuebe asked for an update on the 45/46 Bypass project. Mr. Desmond said discussions are ongoing. There is a large funding shortfall from the original project and how it is planned now. There have been design changes. Ms. Kiesling asked if there was a chance of resolution this year so that they don't lose the money. There was discussion about the water main that is in the bypass right-of-way that has to be moved.

### VI.    Old Business – There was no old business.

### VII.    New Business

#### A.  Transportation Improvement Program FY 2009-2012 Amendment
#####       1.  SR 45 Intersection Improvement at Liberty Dr. (INDOT)

Mr. Hess presented the requested amendment. This project is in the preliminary engineering phase. The TAC recommended approval. The CAC delayed making a recommendation until more details area available. Ms. Kiesling said the island at the intersection needs to be continued. Susie Johnson moved to add this to the TIP. It's a project that is long overdue. There was no public comment. Lynne Coyne seconded the motion. The motion was approved by unanimous voice vote.

#### B.  JARC/New Freedom Grant Requests

Lew May presented this request. Bloomington Transit was awarded JARC money last year and used it for expanding fixed bus service to 11:00 pm. They were also awarded New Freedom money to expand BT Access Service. Both programs have been very successful. Bloomington Transit wants to continue these programs and apply for these funds again. They are requesting $208,000 in JARC funding and $26,000 in New Freedom funding. Mr. McDaniel asked if the overall funding has gone up. Mr. May said it is down and they may not get all the funds they are requesting. Mr. Hess noted the MPO adopted a Coordinated Human Services Public Transportation Plan last year which supports this type of project. Bill Williams moved approval. Bill Stuebe seconded. The motion was approved by unanimous voice vote.

#### C.  Highway Safety Improvement Program (HSIP) Procedures

Mr. Desmond reported this program is a new version of the Hazard Elimination and Safety Program, which was used for the 17th and Fee project. This money has now been sub-allocated to the local MPOs. There is a smaller pot of money but greater local control. The main focus is to choose projects that will eliminate fatal and incapacitating injury in high crash locations. Projects should demonstrate a cost benefit ratio greater than one. Joe Fish presented a spread sheet to make these calculations. Preference would be given to smaller projects to increase the number of projects possible. An LPA must analyze data before and after the projects to assess its impact. The local match is 10%. The CAC and the TAC have had presentations on this

**Bloomington/Monroe County Metropolitan Planning Organization**
Policy Committee

subject. Both groups recommended approval. A call for projects will be issued following approval of the program guidelines. Lynn Coyne moved approval. Bill Stuebe seconded the motion. The motion was unanimously approved

**D. Intelligent Transportation System (ITS) Architecture**
Mr. Hess explained that the Regional Intelligent Transportation System Architecture identifies how technology can be integrated into the transportation infrastructure to improve efficiency and safety. He used a computer program and conducted interviews to create the report. The program produced flow charts to demonstrate the interconnectedness of various agencies within the urbanized area. He pointed out the Functional Requirements section that describes the tasks or activities performed by each of the stakeholders. Staff suggests the document be maintained administratively so that it can be updated expeditiously. However, the document will be re-written every 5 years. Lynn Coyne moved approval, Susie Johnson seconded. The motion was approved by unanimous voice vote.

**E. Transportation Enhancement (TE) Program Update**
Mr. Desmond presented the change to the administration of TE funding. INDOT will allocate a predetermined amount of TE funding to each of the MPOs. The MPO will determine awards within the urbanized area rather than the State. Funding can be carried over from year to year. Staff anticipates having a local procedure to adopt by the end of this year. The Policy Committee will make the final decisions on project selection.

**F. CY 2009 Meeting Schedule**
Mr. Hess asked if the Policy Committee wanted to change meeting days and times for next year. After discussion, the preference seemed to be to change to the second week of the month on Thursdays at 10:30 am. Mr. Hess was instructed to send something out to the rest of the Committee for their consideration of a new meeting time.

**VIII.**  **Communications from Committee Members** *(non-agenda items)*
   **A. Topic Suggestions for future agendas**

**IX.**   **Upcoming Meetings**
   A.  **Citizens Advisory Committee – September 24, 2008 at 6:30 p.m. (McCloskey Room)**
   B.  **Technical Advisory Committee – September 26, 2008 at 1:30pm (McCloskey Room)**
   C.  **Policy Committee – November 14, 2008 at 1:30pm (McCloskey Room)**

Adjournment at 2:50 p.m.

*These minutes were _____ by the Policy Committee at their regular meeting held on.*
 *(RCH 11/14/2008)*

# F.Y. 2009 Unified Planning Work Program
# First Quarter Progress Report
## *July 1, 2008 – September 30, 2008*

## Executive Summary

The Bloomington/Monroe County Metropolitan Planning Organization (MPO) is charged with implementation of the Fiscal Year 2009-2010 Unified Planning Work Program (UPWP). The UPWP describes all planning activities that are anticipated in the MPO study area over the next programming year, and documents the work that will be performed with federal highway and transit planning funds. This progress report for the first quarter of the 2009 fiscal year covers activities accomplished between July 1 and September 30, 2008.

A notable accomplishment of the Bloomington/Monroe County Metropolitan Planning Organization was the completion and adoption of a Regional Intelligent Transportation System Architecture. This document, which was produced after extensive coordination with local stakeholders, identifies how technological solutions can improve the safety and efficiency of the transportation network. Another notable accomplishment of the MPO was the development of procedures to administer Highway Safety Improvement Program (HSIP) funding. The purpose of the HSIP program is to mitigate high crash intersections and segments of roads using appropriate and cost-effective treatments. The local procedures were developed following guidance from Federal Legislation and the Indiana Department of Transportation.

The MPO continued its commitment to engage the community through various committees and through the dissemination of information. MPO staff coordinated meetings of the Policy Committee, the Technical Advisory Committee, the Citizens Advisory Committee, and the Safe Routes to School Task Force. Additionally, MPO staff regularly participated in meetings of the Bloomington Bicycle and Pedestrian Safety Committee, the Monroe County Alternative Transportation and Greenways System Plan Technical Advisory Committee, City of Bloomington Projects Team meetings, and various other committees that are concerned with transportation planning in the MPO urbanized area.

MPO staff also performed core functions to ensure the continued operation of the MPO. Such tasks involved preparing quarterly billings for the fourth quarter of FY 2008 and providing project input and oversight.

Contract service agencies of the MPO provided invaluable services as well. Bloomington's Engineering Department conducted routine traffic counts, maintained permanent traffic count stations, analyzed and recorded road pavement conditions, and conducted work on the City's 10 year pavement schedule. The Monroe County Highways Department collected traffic counts. The Town of Ellettsville performed traffic counts as well as work on pavement management. Bloomington Transit collected rider surveys and with the assistance of a consultant continued work on the Transit Development Program.

# F.Y. 2009 Unified Planning Work Program
# First Quarter Progress Report
## *July 1, 2008 – September 30, 2008*

## Work Program Elements

### #101 - Transportation Planning Coordination

This element includes activities associated with administering the MPO Policy Committee, the MPO Technical Advisory Committee, and daily MPO administrative activities with the Federal Highway Administration (FHWA) and the Indiana Department of Transportation (INDOT).  Additionally, the MPO must develop and administer the Unified Planning Work Program (UPWP) which describes all planning activities and documents that will be performed with federal planning monies and local matching funds over the course of the fiscal year.  The MPO and its staff must also administer FHWA and Federal Transit Administration (FTA) grants associated with the FY 2008 UPWP.  Lastly, MPO staff participates in monthly meetings of the statewide Indiana MPO Council.

During this quarter, the MPO accomplished the following tasks:
A.  Intergovernmental Coordination:
- MPO staff coordinated Policy Committee meetings (minutes, packets, staff support at meetings):
    - September 12, 2008
- MPO staff coordinated Technical Advisory Committees (TAC) meetings (minutes, packets, staff support at meetings):
    - August 22, 2008
    - September 26, 2008
- The MPO administered and managed MPO staff
- MPO staff participated in the Chamber of Commerce's East/West Corridor Study Team
    - July 7, 2008
    - August 11, 2008
- MPO staff fostered interagency coordination with FHWA, INDOT, and local project partners
    - Continued coordination with INDOT concerning the State Road projects
        - SR 45 (Russell Rd. to Pete Ellis Dr.) Public Hearing (9/18/08)
    - Grant coordination
        - Surface Transportation Program (STP);
        - Transportation Enhancement (TE);
        - Highway Safety Improvement Program (HSIP)
        - Safe Routes To School (SRTS).
B.  Unified Planning Work Program:
- No tasks were accomplished this quarter with the Unified Planning Work Program.
C.  Planning Grant Administration
- MPO staff tracked the MPO's fiscal activities:
    - Tracked expenditures and receipts for the 4th quarter of F.Y. 2008 and the 1st quarter of F.Y. 2009.
    - Produced F.Y. 2008 4th Quarter Billings
D.  Indiana Metropolitan Planning Organization Council
- MPO staff attended Indiana MPO Council Meetings:
    - July 24, 2008
    - August, 28, 2008

### #102 - Training and Professional Development

This element includes activities to continue development of MPO staff expertise through the attendance and participation in transportation related courses, seminars, and conferences, as well as

the purchase of educational/reference materials, professional periodical subscriptions, and technical software training.

During this quarter, the MPO accomplished the following tasks:
A. Staff Training, Education, and Technical Needs
- MPO staff renewed annual TransCAD license (traffic modeling software)
- MPO staff purchased supplies for the MPO Council

## #103 - Public Participation Coordination

This element includes activities to solicit citizen input into the transportation planning process through monthly meetings of the Citizens Advisory Committee (CAC). Additionally, the MPO is to maintain a website so that citizens, businesses, and other interested parties can download reports, data, updates, and other information related to the functions of the MPO. Lastly, the MPO must keep current its Public Participation Plan and the associated Citizens Guide to Transportation Planning so that citizens can become familiar with the workings of MPO activities, contacts, and resources.

During this quarter, the MPO accomplished the following tasks:
A. Citizens Advisory Committee:
- MPO staff coordinated Citizens Advisory Committee Meetings (minutes, packets, staff support at meetings):
  - August 27, 2008
  - September 24, 2008
B. Web Site Administration
- MPO staff managed the MPO web page
  - Posted materials related to MPO Committees (PC, TAC, CAC) meetings, agendas, and packets
  - Maintained the MPO , Policy/Advisory Committees , transportation planning, and bicycle & pedestrian planning webpages
  - Posted plans and documents on the MPO's webpage as well as the documents clearinghouse webpage
C. Public Involvement Process
- No tasks were accomplished this quarter with the Public Participation Plan

## #201 - Transportation Improvement Program

This element includes activities to develop a Transportation Improvement Program (TIP) pursuant to U.S. Department of Transportation requirements which details all federal-aid projects. The MPO is now responsible for administering a local Highway Safety Improvement Program. Staff also attends monthly meetings with representatives from various City of Bloomington departments for transportation project management coordination.

During this quarter, the MPO accomplished the following tasks:
A. Transportation Improvement Program
- The MPO amended the FY 2009-2012 TIP on September 12, 2008 to include INDOT's SR 45 intersection improvement project at Liberty Dr.
B. Highway Safety Improvement Program (HSIP)
- The MPO drafted and adopted (9/12/08) project selection procedures for the HSIP program
- The MPO issued a call for projects on September 22, 2008
C. Project Coordination
- MPO staff attended monthly meetings of the City of Bloomington's Projects Team
  - July 17, 2008
  - August 21, 2008
  - September 18, 2008

### #202 – Short-Range Transportation Studies

This element includes special studies to be conducted by the MPO and its project partners, often with the assistance of a consultant.  Specifically, the MPO will work with IU and the City of Bloomington to conduct a North Campus Area Study to evaluate current and future transportation conditions for all modes of travel and make recommendations for improvements that would address mobility issues along the 10th Street corridor.  The MPO will also work with the City to complete the West 2nd Street Feasibility Study to address traffic congestion, access management, and lack of alternative transportation facilities along this corridor.  Lastly, the Citizens Advisory Committee will submit project ideas to a student design team from Rose-Hulman Institute of Technology or Ball State University to address a transportation issue.

During this quarter, the MPO with the help of its contract service agencies accomplished the following tasks:
A.  North Campus Area Study
- MPO staff began coordination between the University, City, and MPO
B.  West 2nd Street Feasibility Study
- No tasks were accomplished this quarter with the 2nd Street Feasibility Study
C.  CAC/Student Assisted Study
- MPO staff began coordination between the CAC and Ball State which resulted in project proposal submittal to Ball State

### #301 – Long Range Transportation Plan

This element includes activities to update the Long Range Transportation Plan and the associated Travel Demand Model.  Additionally, this element includes activities to develop and maintain a Regional Intelligent Transportation Systems Architecture in order to identify technological solutions to improve the safety and efficiency of the transportation network.

During this quarter, the MPO accomplished the following tasks:
A.  2035 Long Range Transportation Plan  (LRTP)
- No tasks were accomplished this quarter with the LRTP.
B.  ITS Architecture Maintenance
- The MPO drafted and adopted (9/12/08) a Regional Intelligent Transportation Systems Architecture after extensive coordination with local stakeholders.
  o  ITS stakeholder meeting (9/3/08)

### #401 - Vehicular Data Collection

This element includes activities to conduct vehicular volume counts within the Metropolitan Planning Area for arterial and collector streets on a rotational cycle.  To standardize how this work will be done, the MPO plans to update its Traffic Counting Manual.  Traffic counts will be conducted with assistance from the Bloomington Public Works Department, and the Town of Ellettsville Planning Department so that the MPO's functionally classified roadway network is covered.  Additionally, the MPO will produce an annual crash report in an effort to identify potentially hazardous intersections and corridors.

During this quarter, the MPO through the help of its contract service agencies accomplished the following tasks:
A.  Traffic Volume Counting
- The City of Bloomington Engineering Department conducted thirty-seven traffic counts.
- The MPO and City of Bloomington continued to support nine permanent traffic volume counting stations, including phone and electricity costs.
B.  Annual Crash Report
- MPO staff downloaded crash data from State's Automated Reporting Information Exchange System (ARIES) and began analysis for development of the 2007 Crash Report.

### #402 - Infrastructure Management

This element includes activities to perform work necessary to develop and maintain a comprehensive infrastructure management plan, with particular emphasis on pavement management. Ongoing assessment of current conditions for existing and new infrastructure is performed and recorded with assistance from the Monroe County Highways Department, Bloomington Public Works Department, and the Town of Ellettsville Planning Department.

During this quarter, the MPO through the help of its contract service agencies accomplished the following tasks:

A. Infrastructure Management Plan
- The Monroe County Highways Department entered data and analyzed segments as part of infrastructure management.
- The City of Bloomington Engineering Department renewed its Cartegraph licensing contract.
- The Town of Ellettsville setup its database and collected data.

### #501 - Transit, Bicycle, and Pedestrian Data Collection

This element includes activities to prepare transit ridership data and bicycle and pedestrian volume counts. This information will aid in establishing annual passenger mile estimates for mass transit, will aid in estimating facilities that are under or over utilized, and will aid in the prioritization of capital improvements.

During this quarter, the MPO with the help of its contract service partners accomplished the following tasks:

A. Transit Ridership and Bicycle/Pedestrian Data Collection
- Bloomington Transit conducted surveys and transit data collection.
- MPO staff conducted research on bicycle count infrastructure and conducted pedestrian trial counts.
- MPO staff worked with the City's Sidewalk Committee on the sidewalk inventory
- MPO staff developed a pedestrian level-of-service methodology to assess the 'walkability' of a particular location

### #502 - Short Range Alternative Transportation Studies

This element includes activities to coordinate the Safe Routes to School Task (SRTS) Force so that local stakeholders can work cooperatively to generate project ideas and apply for SRTS funding. Additionally, MPO staff will promote and encourage bicycle and pedestrian activities as viable modes of transportation through continued cooperation with the Bicycle and Pedestrian Safety Commission. MPO staff will also host bicycle skills and safety training seminars for the public. Lastly, Bloomington Transit with the assistance of a private consultant will continue work on a new Transit Development Program (TDP) which will comprehensively analyze the operations of Bloomington Transit and provide recommendations for future improvements to transit.

During this quarter, the MPO with the help of its contract service partners accomplished the following tasks:

A. Safe Routes to School (SRTS) Program
- MPO staff coordinated SRTS Task Force and subcommittee meetings (minutes, packets, &/or staff support):
    o July 2, 2008
    o September 17, 2008

B.  Bicycle and Pedestrian Project Coordination
- MPO staff attended meetings and workshops of the Bicycle and Pedestrian Safety Commission:
  - July 7, 2008 (workshop)
  - July 21, 2008 (meeting)
  - August 4, 2008 (workshop)
  - August 18, 2008 (meeting)
  - September 15, 2008 (meeting)
- MPO staff attended meetings of the Monroe County Alternative Transportation Technical Advisory Committee:
  - July 28, 2008
  - August 25, 2008

C.  LCI Training Program
- MPO staff conducted bicycle safety sensibilizations
  - ~200 elementary school children at Summit Elementary (7/25/08)
  - ~175 graduate students at Indiana University (8/27/08)

D.  Transit Development Program (TDP)
- Bloomington Transit and its consultant continued work on the Transit Development Program
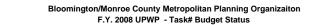
## #503 - Long Range Alternative Transportation Programs

This element includes activities to continue implementation of the SR37/I-69 Alternative Transportation Corridor Study which was produced in FY 2007 and provided design recommendations for bicycle and pedestrian facilities for interchanges and overpasses. Additionally, the MPO must maintain the locally developed Coordinated Human Services Public Transportation Plan and evaluate how transit projects serve the needs of the elderly, persons with disabilities, and persons with low income.

During this quarter, the MPO accomplished the following tasks:

A.  Alternative Transportation Corridor Study
- No tasks were accomplished this quarter with the Alternative Transportation Corridor Study.

B.  Coordinated Human Services Public Transit Plan
- A meeting of the Mobility Steering Committee was held to review New Freedom and Job Access & Reverse Commute grant applications (9/10/08). The meeting was followed by a webinar on vouchers programs for transit.

Prepared by:  Bloomington/Monroe County Metropolitan Planning Organization Staff
October 2008

**Bloomington/Monroe County Metropolitan Planning Organizaiton**
**F.Y. 2008 UPWP  - Task# Budget Status**

## Financial Status Report: Fiscal Year 2008

### Quarterly Spending Summary

| Quarter | Q1 / FY 2009 | | | Q2 / FY 2009 | | | Q3 / FY 2009 | | | Q4 / FY 2009 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Period | 07/01/2008 - 09/30/2008 | | | | | | 01/01/2009 - 03/31/2009 | | | 04/01/2009 - 06/30/2009 | | |
| Element # | Local | PL/FTA | Total | | | Total | Local | PL/FTA | Total | Local | PL/FTA | Total |
| 101 | $ 4,607.92 | $ 18,431.66 | $ 23,039.58 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 102 | $ 227.22 | $ 908.87 | $ 1,136.09 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 103 | $ 758.03 | $ 3,032.12 | $ 3,790.15 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 201 | $ 432.62 | $ 1,730.47 | $ 2,163.09 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 202 | $ 69.06 | $ 276.23 | $ 345.29 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 301 | $ 938.76 | $ 3,755.04 | $ 4,693.80 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 401 | $ 1,960.14 | $ 7,840.58 | $ 9,800.72 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 402 | $ 3,195.02 | $ 12,780.09 | $ 15,975.11 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 501 | $ 430.30 | $ 1,721.20 | $ 2,151.50 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 502 | $ 3,199.00 | $ 12,796.00 | $ 15,995.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 503 | $ 100.34 | $ 401.38 | $ 501.72 | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Total | $ 15,918.41 | $ 63,673.63 | $ 79,592.04 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

### Fiscal Year Budget Summary

| Element # | Programmed Funds | | | Funds Expended To Date | | | Unspent Funds | | | Total Expenditures Ratio | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Local | PL/FTA | Total | Local | PL/FTA | Total | Local | PL/FTA | Total | Expended | Unspent |
| 101 | $ 13,407.00 | $ 53,628.00 | $ 67,035.00 | $ 4,607.92 | $ 18,431.66 | $ 23,039.58 | $ 8,799.08 | $ 35,196.34 | $ 43,995.42 | 34.4% | 65.6% |
| 102 | $ 2,500.00 | $ 10,000.00 | $ 12,500.00 | $ 227.22 | $ 908.87 | $ 1,136.09 | $ 2,272.78 | $ 9,091.13 | $ 11,363.91 | 9.1% | 90.9% |
| 103 | $ 5,000.00 | $ 20,000.00 | $ 25,000.00 | $ 758.03 | $ 3,032.12 | $ 3,790.15 | $ 4,241.97 | $ 16,967.88 | $ 21,209.85 | 15.2% | 84.8% |
| 201 | $ 4,600.00 | $ 18,400.00 | $ 23,000.00 | $ 432.62 | $ 1,730.47 | $ 2,163.09 | $ 4,167.38 | $ 16,669.53 | $ 20,836.91 | 9.4% | 90.6% |
| 202 | $ 26,500.00 | $ 106,000.00 | $ 132,500.00 | $ 69.06 | $ 276.23 | $ 345.29 | $ 26,430.94 | $ 105,723.77 | $ 132,154.71 | 0.3% | 99.7% |
| 301 | $ 27,900.00 | $ 111,600.00 | $ 139,500.00 | $ 938.76 | $ 3,755.04 | $ 4,693.80 | $ 26,961.24 | $ 107,844.96 | $ 134,806.20 | 3.4% | 96.6% |
| 401 | $ 11,700.00 | $ 46,800.00 | $ 58,500.00 | $ 1,960.14 | $ 7,840.58 | $ 9,800.72 | $ 9,739.86 | $ 38,959.42 | $ 48,699.28 | 16.8% | 83.2% |
| 402 | $ 10,400.00 | $ 41,600.00 | $ 52,000.00 | $ 3,195.02 | $ 12,780.09 | $ 15,975.11 | $ 7,204.98 | $ 28,819.91 | $ 36,024.89 | 30.7% | 69.3% |
| 501 | $ 2,000.00 | $ 8,000.00 | $ 10,000.00 | $ 430.30 | $ 1,721.20 | $ 2,151.50 | $ 1,569.70 | $ 6,278.80 | $ 7,848.50 | 21.5% | 78.5% |
| 502 | $ 8,250.00 | $ 33,000.00 | $ 41,250.00 | $ 3,199.00 | $ 12,796.00 | $ 15,995.00 | $ 5,051.00 | $ 20,204.00 | $ 25,255.00 | 38.8% | 61.2% |
| 503 | $ 2,140.00 | $ 8,560.00 | $ 10,700.00 | $ 100.34 | $ 401.38 | $ 501.72 | $ 2,039.66 | $ 8,158.62 | $ 10,198.28 | 4.7% | 95.3% |
| Total | $ 114,397.00 | $ 457,588.00 | $ 571,985.00 | $ 15,918.41 | $ 63,673.63 | $ 79,592.04 | $ 98,478.59 | $ 393,914.37 | $ 492,392.96 | 13.9% | 86.1% |

**Bloomington/Monroe County Metropolitan Planning Organizaiton**
**F.Y. 2008 UPWP  - Task# Breakdown of Services**

## Breakdown of Services

| | Work Element | Programmed Funds | | Funds Expended To Date | | | Funds Expended 1st Quarter | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Local | PL/FTA | Local | PL/FTA | % | Local | PL/FTA | % |
| 101 | Transportation Planning Coordination | $ 13,407.00 | $ 53,628.00 | | | 0.0% | $ 4,607.92 | $ 18,431.66 | 34.4% |
| 102 | Training & Professional Development | $ 2,500.00 | $ 10,000.00 | | | 0.0% | $ 227.22 | $ 908.87 | 9.1% |
| 103 | Public Participation Coordination | $ 5,000.00 | $ 20,000.00 | | | 0.0% | $ 758.03 | $ 3,032.12 | 15.2% |
| 201 | Transportation Improvement Program | $ 4,600.00 | $ 18,400.00 | | | 0.0% | $ 432.62 | $ 1,730.47 | 9.4% |
| 202 | Short Range Transportation Studies | $ 26,500.00 | $ 106,000.00 | | | 0.0% | $ 69.06 | $ 276.23 | 0.3% |
| 301 | Long Range Transportation Plan | $ 27,900.00 | $ 111,600.00 | | | 0.0% | $ 938.76 | $ 3,755.04 | 3.4% |
| 401 | Vehicular Data Collection | $ 11,700.00 | $ 46,800.00 | | | 0.0% | $ 1,960.14 | $ 7,840.58 | 16.8% |
| 402 | Infrastructure Management | $ 10,400.00 | $ 41,600.00 | | | 0.0% | $ 3,195.02 | $ 12,780.09 | 30.7% |
| 501 | Transit, Bicycle & Pedestrian Data Collection | $ 2,000.00 | $ 8,000.00 | | | 0.0% | $ 430.30 | $ 1,721.20 | 21.5% |
| 502 | Short Range Alternative Transportation Studies | $ 8,250.00 | $ 33,000.00 | | | 0.0% | $ 3,199.00 | $ 12,796.00 | 38.8% |
| 503 | Long Range Alternative Transportaton Program | $ 2,140.00 | $ 8,560.00 | | | 0.0% | $ 100.34 | $ 401.38 | 4.7% |
| SUBTOTAL | | $ 114,397.00 | $ 457,588.00 | $ - | $ - | 0.0% | $ 15,918.41 | $ 63,673.63 | 13.9% |
| LESS AMOUNT PREVIOUSLY BILLED | | | | | | | | | |
| TOTAL DUE THIS INVOICE | | | | $ 15,918.41 | $ 63,673.63 | | | | |

**Bloomington/Monroe County Metropolitan Planning Organizaiton**
**F.Y. 2008 UPWP**

## Monroe County

| WORK ELEMENT | PROGRAMMED AMOUNT | | | SPENT AMOUNT | | | REMAINING BALANCE | | | EXPENDITURES | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PL/FTA | Local | Total | PL/FTA | Local | Total | PL/FTA | Local | Total | Spent | Unspent |
| 402 | $ 8,800.00 | $ 2,200.00 | $ 11,000.00 | $ 1,962.70 | $ 490.68 | $ 2,453.38 | $ 6,837.30 | $ 1,709.32 | $ 8,546.62 | 22.3% | 77.7% |
| TOTALS | $ 8,800.00 | $ 2,200.00 | $ 11,000.00 | $ 1,962.70 | $ 490.68 | $ 2,453.38 | $ 6,837.30 | $ 1,709.32 | $ 8,546.62 | 22.3% | 77.7% |

## Bloomington

| WORK ELEMENT | PROGRAMMED AMOUNT | | | SPENT AMOUNT | | | REMAINING BALANCE | | | EXPENDITURES | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PL/FTA | Local | Total | PL/FTA | Local | Total | PL/FTA | Local | Total | Spent | Unspent |
| 202 | $ 8,000.00 | $ 2,000.00 | $ 10,000.00 | $ - | $ - | $ - | $ 8,000.00 | $ 2,000.00 | $ 10,000.00 | 0.0% | 100.0% |
| 401 | $ 26,400.00 | $ 6,600.00 | $ 33,000.00 | $ 4,255.63 | $ 1,063.91 | $ 5,319.54 | $ 22,144.37 | $ 5,536.09 | $ 27,680.46 | 16.1% | 83.9% |
| 402 | $ 8,800.00 | $ 2,200.00 | $ 11,000.00 | $ 10,400.00 | $ 2,600.00 | $ 13,000.00 | $ (1,600.00) | $ (400.00) | $ (2,000.00) | 118.2% | -18.2% |
| TOTALS | $ 43,200.00 | $ 10,800.00 | $ 54,000.00 | $ 14,655.63 | $ 3,663.91 | $ 18,319.54 | $ 28,544.37 | $ 7,136.09 | $ 35,680.46 | 33.9% | 66.1% |

## Ellettsville

| WORK ELEMENT | PROGRAMMED AMOUNT | | | SPENT AMOUNT | | | REMAINING BALANCE | | | EXPENDITURES | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PL/FTA | Local | Total | PL/FTA | Local | Total | PL/FTA | Local | Total | Spent | Unspent |
| 401 | $ 3,200.00 | $ 800.00 | $ 4,000.00 | $ - | $ - | $ - | $ 3,200.00 | $ 800.00 | $ 4,000.00 | 0.0% | 100.0% |
| 402 | $ 3,200.00 | $ 800.00 | $ 4,000.00 | $ 417.38 | $ 104.35 | $ 521.73 | $ 2,782.62 | $ 695.65 | $ 3,478.27 | 13.0% | 87.0% |
| TOTALS | $ 6,400.00 | $ 1,600.00 | $ 8,000.00 | $ 417.38 | $ 104.35 | $ 521.73 | $ 5,982.62 | $ 1,495.65 | $ 7,478.27 | 6.5% | 93.5% |

## Bloomington Transit

| WORK ELEMENT | PROGRAMMED AMOUNT | | | SPENT AMOUNT | | | REMAINING BALANCE | | | EXPENDITURES | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PL/FTA | Local | Total | PL/FTA | Local | Total | PL/FTA | Local | Total | Spent | Unspent |
| 501 | $ 1,600.00 | $ 400.00 | $ 2,000.00 | $ 841.22 | $ 210.31 | $ 1,051.53 | $ 758.78 | $ 189.69 | $ 948.47 | 52.6% | 47.4% |
| 502 | $ 20,000.00 | $ 5,000.00 | $ 25,000.00 | $ 7,542.79 | $ 1,885.70 | $ 9,428.49 | $ 12,457.21 | $ 3,114.30 | $ 15,571.51 | 37.7% | 62.3% |
| TOTALS | $ 21,600.00 | $ 5,400.00 | $ 27,000.00 | $ 8,384.02 | $ 2,096.00 | $ 10,480.02 | $ 13,215.98 | $ 3,304.00 | $ 16,519.98 | 38.8% | 61.2% |

## Indiana University

| WORK ELEMENT | PROGRAMMED AMOUNT | | | SPENT AMOUNT | | | REMAINING BALANCE | | | EXPENDITURES | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PL/FTA | Local | Total | PL/FTA | Local | Total | PL/FTA | Local | Total | Spent | Unspent |
| 202 | $ 15,000.00 | $ 60,000.00 | $ 75,000.00 | $ - | $ - | $ - | $ 15,000.00 | $ 60,000.00 | $ 75,000.00 | 0.0% | 100.0% |
| TOTALS | $ 15,000.00 | $ 60,000.00 | $ 75,000.00 | $ - | $ - | $ - | $ 15,000.00 | $ 60,000.00 | $ 75,000.00 | 0.0% | 100.0% |

Bloomington/Monroe County Metropolitan Planning Organization

# MEMORANDUM

**To:** MPO Policy Committee Members

**From:** Raymond Hess, AICP
*Senior Transportation Planner*

**Date:** November 6, 2008

**Re:** Transportation Improvement Program (TIP) Amendments

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## Bloomington Transit – 35 Foot Buses

Bloomington Transit is one of six transit agencies in the State to receive a Lugar Electric Hybrid Bus Grant. This special funding source will offset the additional cost to upgrade four standard buses to hybrid technology. BT requests the TIP be amended (p. 45) as follows:

| Bloomington Transit Projects | | Fiscal Year | | | |
|---|---|---|---|---|---|
| | | **2009** | **2010** | **2011** | **2012** |
| **Project:** 35 Foot Buses | FTA 5307 | $ 1,120,000 | | | |
| **Description:** Purchase of four (4) new 35-foot hybrid electric buses. | FTA 5309 | $ 640,000 | | | |
| | Local | $ 440,000 | | | |
| **DES#:** n/a | | | | | |
| **Support:** LRTP, TDP | **TOTAL** | $ 2,200,000 | $ - | $ - | $ - |

## Rural Transit – Operating Budget & Capital Budgets

Rural Transit requests that the TIP be amended to update capital and operating budgets now that fiscal numbers have been confirmed with the State. Rural Transit requests that the following project tables replace those currently identified in the TIP (p. 43):

| Rural Transit Projects | | Fiscal Year | | | |
|---|---|---|---|---|---|
| | | **2009** | **2010** | **2011** | **2012** |
| **Project:** Operating Budget | FTA 5311 | $ 736,616 | $ 600,000 | $ 610,000 | $ 620,000 |
| **Description:** Operating budget assistance. Monroe, Owen, Lawrence & Putnam Counties. | Local&PMTF | $ 863,616 | $ 800,000 | $ 820,000 | $ 830,000 |
| **DES#:** n/a | | | | | |
| **Support:** Coordinated Plan | **TOTAL** | $ 1,600,232 | $ 1,400,000 | $ 1,430,000 | $ 1,450,000 |
| **Project:** Capital Budget | FTA 5311 | $ 179,296 | $ 99,200 | $ 100,800 | $ 102,400 |
| **Description:** Capital budget assistance. Replace 4 light transit vehicles, 3 with w/c lifts; 4 radios linked to RT frequency and emergency equipment | Local&PMTF | $ 44,824 | $ 24,800 | $ 25,200 | $ 25,600 |
| **DES#:** n/a | | | | | |
| **Support:** Coordinated Plan | **TOTAL** | $ 224,120 | $ 124,000 | $ 126,000 | $ 128,000 |
| **Project:** Operating Assistance | FTA 5316 | | $ 62,000 | $ 62,500 | $ 63,000 |
| **Description:** Job Access & Reverse Commute | Local | | $ 74,300 | $ 74,500 | $ 75,000 |
| **DES#:** | | | | | |
| **Support:** Coordinated Plan | **TOTAL** | $ - | $ 136,300 | $ 137,000 | $ 138,000 |
| **Project:** Operating Assistance | FTA 5317 | | $ 32,000 | $ 34,000 | $ 36,000 |
| **Description:** New Freedom | Local | | $ 35,000 | $ 37,500 | $ 38,000 |
| **DES#:** n/a | | | | | |
| **Support:** Coordinated Plan | **TOTAL** | $ - | $ 67,000 | $ 71,500 | $ 74,000 |

**Bloomington/Monroe County Metropolitan Planning Organization**

**Recommendations**

- BMCMPO staff supports the proposed amendments as presented.
- On October 22, 2008 the Citizens Advisory Committee recommended adoption of the TIP amendments. It should be noted that the operating and capital budgets for Rural Transit were updated again after the CAC made its recommendation.
- On October 24, 2008 the Technical Advisory Committee recommended adoption of the aforementioned TIP amendments.

**Requested Action**

The Policy Committee is requested to take action on the TIP amendments to update Bloomington Transit's '35 Foot Bus' project and Rural Transit's Operating and Capital budgets.

Bloomington/Monroe County Metropolitan Planning Organization

# MEMORANDUM

**To:**    MPO Policy Committee Members

**From:**  Raymond Hess, AICP
          *Senior Transportation Planner*

**Date:**  November 6, 2008

**Re:**    MPO Operational Bylaws Amendments

## Background
An amendment to the bylaws is necessitated largely as a result of the Technical Advisory Committee's decision to change their meeting schedule.   This also provides an opportunity to clarify some ambiguous language and correct grammatical and scrivener errors.

A draft of the revised bylaws is attached to this memorandum (added language is blue & underlined; deletions are struck through).  A list of the significant changes is as follows:

### Substantive Changes to the Bylaws
- Sections 2.5.B (p. 7), 3.5.B (p. 10), & 4.5.B (p. 14) – inserted language for each of the committees indicating meetings are "open to the public"
- Section 3.5.B (p. 10) – deleted language which indicated Policy and Technical Advisory Committees would hold bimonthly joint meetings.
- Sections 3.5.C. (p 10) & 3.5.C (p. 14) – inserted language for the Technical Advisory and Citizens Advisory Committees which allow for special votes "if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project" (this language already exists for the Policy Committee).
- Section 4.3.D (p. 13) – clarified voting privilege procedures for the Citizens Advisory Committee in which members obtain eligibility to vote at the third consecutive meeting attended.
- Section 4.5.D (p. 14) – changed the deadline for when CAC members may suggest agenda items from 5 days to 7 days before the meeting to better correspond with packet distribution.

## Recommendations
- BMCMPO staff supports the proposed amendments as presented.
- On October 22, 2008 the Citizens Advisory Committee recommended adoption of the Bylaws amendments as presented.
- On October 24, 2008 the Technical Advisory Committee recommended adoption of the Bylaws amendments as presented

## Requested Action
The Policy Committee is requested to take action on the proposed Bylaws amendments.

## BACKGROUND

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington/Monroe County Urbanized Area (which includes the City of Bloomington, the Town of Ellettsville, and portions of Monroe County). The Bloomington/Monroe County MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public. All MPO decisions are endorsed by a Policy Committee upon the recommendation of both the Technical Advisory and the Citizens Advisory Committees.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Public Transportation Corporation, Indiana University, Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA). The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington/Monroe County citizen and community interests.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at ~~http://bloomington.in.gov/planning/mpo.php~~ www.bloomington.in.gov/mpo.

## PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize, and guide the proper functioning of the Bloomington/Monroe County Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation or in such manner as events shall dictate.

## CHAPTER 1: GENERAL PROVISIONS

### 1.1 Organization Name

The name for the Metropolitan Planning Organization is the Bloomington/Monroe County Metropolitan Planning Organization. It may also be referred to as the Bloomington Area Transportation Study.

### 1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of three committees:

1. Policy Committee (PC)
2. Technical Advisory Committee (TAC)
3. Citizens Advisory Committee (CAC)

### 1.3 MPO Staff Designation

A. **Staff:** The City of Bloomington Planning Department shall be the staff for the Metropolitan Planning Organization.

B. **Executive Secretary:** The City of Bloomington Planning Department Director or ~~their~~ the Director's designee shall serve as the Executive Secretary on behalf of the MPO.

### 1.4 Policies

A. **Applicability:** All transportation policies shall apply to all committees and participants of the Bloomington/Monroe County Metropolitan Planning Organization.

B. **Committee Review:** The Citizens Advisory Committee and the Technical Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Metropolitan Planning Organization Policy Committee.

C. **Adoption:** Reports, programs, and plans become official process documents following adoption by resolution of the Metropolitan Planning Organization Policy Committee.

D. **Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.

E. **Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.

F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

G. **Open Meetings:** All meetings of the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee, shall be open to the public.

H. **Publications:** All published data and/or reports shall be made available to the public and stakeholder agencies.

## 1.5 Procedures

A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees and not contained herein shall be governed by Roberts Rules of Order.

B. **Voting:** All MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote. In the event of a tie vote, the motion before the Committee shall fail.

C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.

D. **Meeting Notice:** At least five (5) days notice shall be provided for all MPO Committee meetings.
   1. Agenda: A proposed agenda shall be provided to ensure adequate preparation. Such agenda shall include the date, time and location of the Committee meeting.
   2. Delivery: The notice, agenda, minutes, and other Committee meeting materials may be delivered electronically.

E. **Meeting Cancellation:** At the discretion of the City of Bloomington Planning Department Director and the approval of the Chair of the Committee, a regularly scheduled MPO Committee meeting can be canceled. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting.

F. **Committee Chair Participation:** During an MPO Committee meeting, the Chair of the Committee may make motions and debate policy items, and shall not be deprived of any rights and privileges of a member by reason of acting as the presiding officer.

## 1.6 Amendment of Bylaws

A. **Process:** Amendments to the MPO Bylaws shall be made according to the following process:
   1. Committee Review: Proposed bylaws amendments shall be placed on the agendas of the next available Technical Advisory Committee and Citizens Advisory Committee meetings. The Policy Committee shall not take action on proposed amendments before the TAC and CAC have the opportunity to review and comment on such proposals.
   2. Notice: MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the public notice for any MPO Committee meeting at which the proposal will be reviewed.

3. <u>Policy Committee Action:</u> After receiving input from the TAC and CAC, the Policy Committee may vote on the proposed bylaws amendment.  Amendments shall become effective upon a positive vote of 2/3 of the voting members of the Policy Committee.

B. **Staff Role:** The MPO staff shall be responsible for drafting proposed amendments for consideration by the Policy Committee.

## CHAPTER 2: POLICY COMMITTEE

### 2.1    Purpose

The purpose of the Metropolitan Planning Organization Policy Committee shall be to serve the Bloomington/Monroe County metropolitan area as the official decision making body for transportation planning matters.

### 2.2    Responsibilities

The responsibilities of the Policy Committee shall be as follows:

A.  To give overall guidance for the transportation planning process;

B.  To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;

C.  To organize membership of the Technical Advisory Committee;

D.  To encourage membership and participation in the Citizens Advisory Committee;

E.  To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;

F.  To adopt transportation goals and objectives to guide the transportation planning process;

G.  To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports;

H.  To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;

I.  To establish a transportation study area boundary;

J.  To change the designated membership as deemed necessary; and

K.  To ensure that citizen participation is achieved in the transportation planning process.

### 2.3    Membership

A.  **Members:** The membership of the Policy Committee shall be as follows:

1.  Mayor, City of Bloomington

2.  President, Monroe County Commissioners

3.  President, Monroe County Council

4.  President, City of Bloomington Common Council

5.  President, Monroe County Plan Commission

6.  President, City of Bloomington Plan Commission

7.  President, Ellettsville Town Council

8.  Chair, Board of Directors, Bloomington Public Transportation Corporation

9.  Vice President & Chief Administrative Officer, Indiana University

10. Director, City of Bloomington Public Works Department

11. Director, Monroe County Highway Department

12. Chair, MPO Citizens Advisory Committee

13. Director, INDOT Seymour District

14. FHWA, Indiana Division (Non-Voting)

15. FTA, Region V (Non-Voting)

B. **Alternate Representation:** If the designated Policy Committee representative for a board, commission, institution, or other organization is unable to serve on the Policy Committee, an alternate representative may be appointed by the same board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.

C. **Terms:** The voting members of the Policy Committee shall serve terms on the Committee that coincide with the terms of their respective offices.

D. **Proxy:** Each voting member of the Policy Committee may name a proxy in writing for a particular meeting or vote.

1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.

2. Powers: The proxy's powers shall be delineated in the written notice.

3. Notification: The member shall be responsible for notifying the proxy of meetings.

4. Committee Chair Proxy: If the Chair of the Policy Committee is absent, then the Vice-Chair shall conduct the meeting.

E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Policy Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Policy Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

## 2.4    Officers

A. **Officers:** The Policy Committee shall elect the following officers:

1. Chair

2. Vice-Chair

B. **Eligibility:** Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee.

C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.

D. **Duties:** The duties of the elected officers of the Policy Committee shall be as follows:

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1. Chair
   a. Preside over the meetings of the Policy Committee.

2. Vice-Chair
   a. In the absence of the Policy Committee Chair, to preside over the meetings of the Policy Committee.

## 2.5    Meeting Procedure

A. **Quorum:** A quorum shall consist of seven (7) voting members of the Policy Committee or their proxies.

1. Committee Action: No action shall be taken by the Policy Committee without a quorum.

2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

B. **Schedule:** Meetings of the Policy Committee shall be open to the public and be held on a bimonthly basis or as needed for special business.

C. **Special Votes:** The Chair of the Policy Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.

1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.

2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

## 2.6    Order of Business

The business of the Policy Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to order by the Chair

2. Approval of minutes of the previous meeting

3. Communications from the Chair

4. Reports from officers and/or committees

5. Reports from the MPO staff

6. Old Business
   *Public comment prior to vote (limited to five minutes per speaker)*

7. New Business
   *Public comment prior to vote (limited to five minutes per speaker)*

8. Communications from Committee members on matters not included in the agenda

9. Adjournment

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## CHAPTER 3: TECHNICAL ADVISORY COMMITTEE

### 3.1 Purpose

The purpose of the Technical Advisory Committee is to provide the MPO Policy Committee with technical support concerning the development of annual documents and the implementation of specific projects contained therein.

### 3.2 Responsibilities

The responsibilities of the Technical Advisory Committee shall be:

A. To recommend technical methods, procedures, and standards to the Policy Committee to further the transportation planning process;

B. To help coordinate work of operating departments and agencies participating in the transportation planning process;

C. To discuss and recommend alternative transportation plans and programs to the Policy Committee, and

D. To comment and make recommendations on draft reports of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports.

### 3.3 Membership

A. **Members:** The membership of the Technical Advisory Committee shall be as follows:

1. City Engineer, City of Bloomington

2. Deputy Director Public Works, City of Bloomington

3. Controller, City of Bloomington

4. Planning Director, City of Bloomington

5. Director of Operations & Development, City of Bloomington Parks and Recreation

6. Assistant Utilities Director, City of Bloomington

7. GIS Coordinator, City of Bloomington

8. Streets Superintendent, City of Bloomington

9. Assistant Director, Monroe County Highway Department

10. Director, Monroe County Planning Department

11. Auditor, Monroe County

12. Parks & Recreation Administrator, Monroe County

13. GIS Coordinator, Monroe County

14. Director of Planning Services, Town of Ellettsville

15. Town Engineer, Town of Ellettsville

16. Executive Director of Transportation, Indiana University

17. General Manager, Bloomington Transit

18. Manager, Rural Transit

19. Director, Monroe County Airport

20. Transportation Director, Monroe County Community School Corporation

21. Transportation Director, Richland-Bean Blossom Community School Corporation

22. Vice-Chair, Citizens Advisory Committee

23. INDOT Planning/Programming Representative

24. INDOT Public Transportation Representative

25. INDOT Seymour District Office, Local Assistance Representative

26. FHWA, Indiana Division (Non-Voting)

27. FTA, Region V (Non-Voting)

B. **Alternate Representation:** If the designated Technical Advisory Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Advisory Committee, an alternate representative may be appointed by the same department, board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.

C. **Terms:** The voting members of the Technical Advisory Committee shall serve terms on the Committee that coincide with the terms of their respective offices.

D. **Proxy:** Each voting member of the Technical Advisory Committee may name a proxy in writing for a particular meeting or vote.

1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.

2. Powers: The proxy's powers shall be delineated in the written notice.

3. Notification: The member shall be responsible for notifying the proxy of meetings.

4. Committee Chair Proxy: If the Chair of the Technical Advisory Committee is absent and designates a proxy, then the Vice-Chair shall conduct the meeting.

E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Technical Advisory Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Technical Advisory Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

## 3.4 Officers

A. **Officers:** The Technical Advisory Committee shall elect the following officers:

1. Chair

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2.  Vice-Chair

B.  **Eligibility:** Officers of the Technical Advisory Committee shall be chosen from the voting members of the Technical Advisory Committee.

C.  **Elections:** Election of officers shall occur in January of each year.  Elections for all officers shall be by majority vote.

D.  **Duties:** The duties of the elected officers of the Technical Advisory Committee shall be as follows:
    1.  Chair
        a.  Preside over the meetings of the Technical Advisory Committee.
    2.  Vice-Chair
        a.  In the absence of the Technical Advisory Committee Chair, to preside over the meetings of the Technical Advisory Committee.

### 3.5   Meeting Procedure

A.  **Quorum:** A quorum shall consist of nine (9) voting members of the Technical Advisory Committee, or their proxies.
    1.  Committee Action: No action shall be taken by the Technical Advisory Committee without a quorum.
    2.  Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

B.  **Schedule:** Meetings of the Technical Advisory Committee shall be open to the public and be held on a monthly basis or as needed for special business.  ~~The Policy and Technical Advisory Committees are to conduct joint meetings on at least a bi-monthly basis which shall be open to the public.~~

C.  **Special Votes:** The Chair of the Technical Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
    1.  Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project ~~This practice will be used only if Federal and/or State imposed deadlines are an issue.~~
    2.  Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled ~~Policy~~Technical Advisory Committee meeting as part of the previous meeting minutes.

### 3.6   Order of Business

The business of the Technical Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:
    1.  Call to order by the Chair
    2.  Approval of minutes of the previous meeting
    3.  Communications from the Chair

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Bloomington/Monroe County Metropolitan Planning Organization Bylaws

4.  Reports from officers and/or committees

5.  Reports from the MPO staff

6.  Old Business
       *Public comment prior to vote (limited to five minutes per speaker)*

7.  New Business
       *Public comment prior to vote (limited to five minutes per speaker)*

8.  Communications from Committee members on matters not included in the agenda

9.  Adjournment

## CHAPTER 4: CITIZENS ADVISORY COMMITTEE

### 4.1    Purpose

The purpose of the Citizens Advisory Committee (CAC) is to serve as the formal means through which active citizen participation provides the Policy Committee with public input on official decision making for transportation planning matters.

### 4.2    Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

A.  To foster and develop citizen awareness and understanding regarding transportation policy and planning;

B.  To promote necessary interaction between citizens and the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff; and

C.  To keep the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues within the urban area.

### 4.3    Membership

A.  **Members:** The membership of the Citizens Advisory Committee shall be comprised of citizens of the City of Bloomington, Monroe County and the Town of Ellettsville. Key stakeholder groups, agencies and organizations from each community should also be represented. The following groups, as well as others that may not be listed, are strongly encouraged to send a representative to participate in the Citizens Advisory Committee.

1.  Bloomington Traffic Commission
2.  Monroe County Traffic Commission
3.  Indiana University Student Association
4.  Bloomington Commission on Sustainability
5.  Bloomington Bicycle and Pedestrian Safety Commission
6.  Greater Bloomington Chamber of Commerce
7.  Ellettsville Chamber of Commerce
8.  Bloomington Environmental Commission
9.  League of Women Voters
10. Bloomington Historic Preservation Commission
11. Bloomington Council of Neighborhood Associations
12. Bloomington Bicycle Club
13. Bloomington Board of Realtors
14. Bloomington Council for Community Accessibility

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15. Downtown Bloomington, Inc.

16. Area 10 Agency on Aging

17. Bloomington Urban Enterprise Association

18. Monroe County Soil & Water Conservation District

19. INDOT, Seymour District (Non-voting)

20. FHWA, Indiana Division (Non-Voting)

B. **Eligibility:** All citizens and organization representatives that attend Citizens Advisory Committee meetings shall be considered Committee Members.

C. **Registration:** Anyone wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.

D. **Voting Privileges:** Citizens Advisory Committee members shall attend three (3) ~~two (2)~~ consecutive Committee meetings before they are eligible to vote on Committee business. Members may vote on Committee business as of the third consecutive meeting they attend.

E. **Revocation of Voting Privileges:** Citizens Advisory Committee members who miss three consecutive meetings may have their voting privileges revoked with concurrence from the Chair and Vice-Chair. Exceptions may be made if the Committee member can demonstrate extenuating circumstances. A Committee member whose voting privileges have been revoked shall be required to follow the process outlined in 4.3(D) to regain voting status.

## 4.4    Officers

A. **Officers:** The Citizens Advisory Committee shall elect the following officers:

1. Chair

2. Vice-Chair

B. **Eligibility:** Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.

C. **Elections:** Election of officers shall occur in January of each year. Officers shall be elected by a secret ballot of the voting members of the Committee. Elections for all officers shall be by majority vote.

D. **Duties:** The duties of the elected officers of the Citizens Advisory Committee shall be as follows:

1. Chair
   a. Preside over the meetings of the Citizens Advisory Committee.

   b.   Set the Agenda for Citizens Advisory Committee meetings, in consultation
        with the Vice-Chair and the MPO Staff.
   c.   Attend meetings of the Policy Committee as a voting member.
2.   Vice-Chair
   a.   In the absence of the Committee Chair, to preside over the meetings of the
        Citizens Advisory Committee.
   b.   Set the Agenda for Citizens Advisory Committee meetings, in consultation
        with the Chair and the MPO Staff.
   c.   Attend meetings of the Technical Advisory Committee as a voting member.

## 4.5    Meeting Procedure

A.  **Quorum:** A quorum shall consist of a simple majority of Citizens Advisory
    Committee members eligible to vote.  At an absolute minimum, quorum shall consist
    of four (4) voting-eligible Committee members.

   1.   Committee Action: No action shall be taken by the Citizens Advisory Committee
        without a quorum.

   2.   Rescheduling: If a quorum is not present, those present may tentatively
        reschedule the meeting to another day when a quorum can be obtained.  The
        members present may also conduct the meeting as an informational session, but
        shall not take any official action on business items.

B.  **Schedule:** Meetings of the Citizens Advisory Committee shall be open to the public
    and be held on a monthly basis or as needed for special business.

C.  **Special Votes:** The Chair of the Citizens Advisory Committee may request a mail,
    fax, or e-mail vote on issues already presented at previous meetings.

   1.   Limitations: This practice will be used only if Federal and/or State imposed
        deadlines are an issue or if the vote is necessitated due to the urgency of a local,
        State, or Federal project.

   2.   Committee Report: A mail, fax, or e-mail vote will be presented at the next
        scheduled Citizens Advisory Committee meeting as part of the previous meeting
        minutes.

D.  **Agenda Items:** Members of the CAC may suggest agenda items at least five (5)
    seven (7) days prior to the next scheduled meeting.

## 4.6    Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and
disposition in the following order, unless order is suspended by unanimous consent.

   1.   Call to order by the Chair

   2.   Approval of minutes of the previous meeting

   3.   Communications from the Chair

   4.   Reports from officers and/or committees

   5.   Reports from the MPO staff

6. Old Business
   *Public comment prior to vote (limited at the discretion of the Chair)*

7. New Business
   *Public comment prior to vote (limited at the discretion of the Chair)*

8. Communications from Committee members on matters not included in the agenda

9. Adjournment